



**Protocol for the Delivery of Samples to Food Microbiology  
And Food Safety Laboratory**

1. The interested party will contact **Dr. Marlene Janes** by phone (225)342-5812 or by email [mjanes@agcenter.lsu.edu](mailto:mjanes@agcenter.lsu.edu). Information about the ingredients and process of the product are required.
2. Dr. Marlene Janes will send to the interested party a proposal for the analysis and a quote.
3. Arrangements will be made for setting up the day and condition for the delivery of the samples. All samples must be delivered with a copy of this form.
4. Payment
  - a. For shelf life studies 50% deposit is required in advance to start the testing. The remaining 50% must be received before results are sent.
  - b. For all other tests 100% is required to perform the test.
5. Tests will be run according to the proposal.
6. The official results report will be sent by email.

\_\_\_\_\_ **Client's signature**

\_\_\_\_\_ **Date**

**Print Name:** \_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **email address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Product Name:** \_\_\_\_\_

**Date of Production:** \_\_\_\_\_ **Batch #** \_\_\_\_\_ **Delivery Date:** \_\_\_\_\_

**Storage temperature:** - Room temperature  - Cooler  - Freezer

Make all checks payable to: **LSU AgCenter**

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| <b>Send Checks and Ship samples to:</b>  |
| <b>Attention:</b><br>Dr. Marlene Janes<br>LSU - Highland Rd.<br>Agricultural Chemistry Bldg, Room 102<br>110 LSU Union Square<br>Baton Rouge, LA 70803 |

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|-------------------------|
| Exclusive for Lab. use  |
| Sample ID number: _____ |
| Analysis:               |